



Washington Headquarters Service (WHS)

WIDE AREA WORKFLOW- (WAWF) OVERVIEW

Talking Points

- Background
- What is WAWF?
- Who are the Users?
- Benefits
- Process and Roles
- Integrated Process Team

Background

- DOD Comptroller's Management Reform Memorandum #2 of 1997 initiated the move to a paper-free contracting process by Jan 2000
- The Defense Federal Acquisition Regulation Supplement (DFARS) mandates electronic invoicing for contracts issued after 1 March 2003
- WAWF is the single DOD enterprise system for electronic invoicing
- DFAS will reject manual invoices once the WHS transition is complete and WAWF deployed

What is WAWF?

A secured web-based transaction system for electronic invoicing, receipt and acceptance. WAWF enables:

- Paperless invoicing, receipt and acceptance
- Global access to contract documents
- Electronic submissions via the web
- Real time invoice processing status

Who are the Users?

- Total User Activity
 - 25,000 Industry users
 - 45,000 Government users
 - 435,000 transactions processed
 - \$51 Billion of transactions processed
- Fully Deployed
 - Air Force
 - DFAS
 - DCAA
 - DCMA
 - DLA
 - USMC
 - Navy (in process)

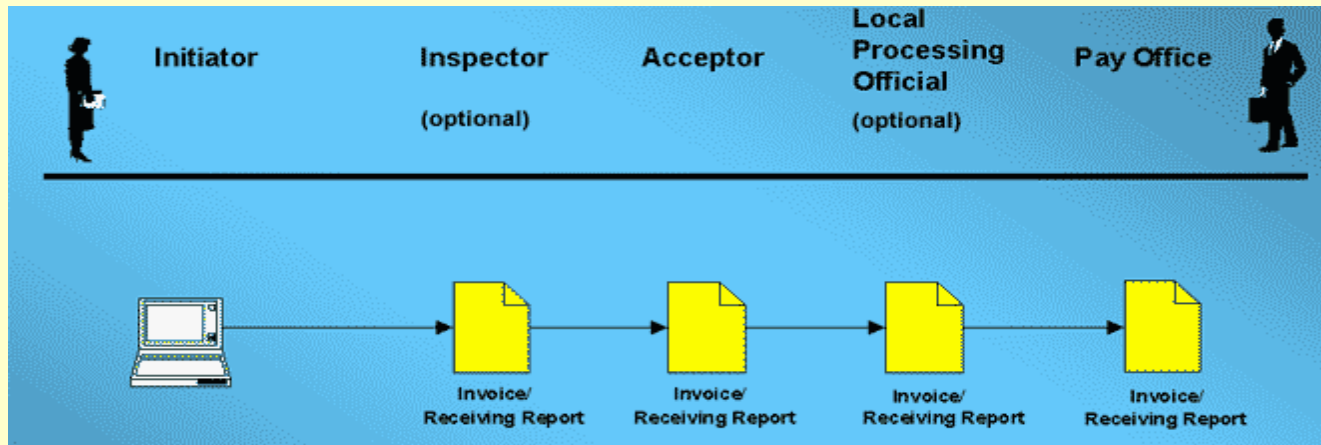
WAWF Benefits

- Interest penalties reduced
 - Interest paid - when WAWF is used
 - Mid-Year FY04 = \$66 per \$million paid
 - Mid-Year FY05 = \$33 per \$million paid
- Admin costs decreased
 - Manual LOA Charge: \$19.08
 - Electronic LOA Charge: \$ 3.66
 - Total Savings*** \$15.42
- 60% reduction in invoice processing time
- No more lost documents
- Increased vendor discounts
- Reduced re-keying
- Improved data accuracy
- Secured transactions and audit capability
- Reduced unmatched disbursements

Vendor Benefits

- Ability to submit documents electronically
- Ability to access documents and view processing status
- Immediate feedback when the government rejects a document
- Ability to correct and resubmit documents online
- Faster processing time
- Secure transactions with audit capability_

How does WAWF



WAWF works based on workflows between 'Roles' assigned within a DODAAC/DODAAC extension. These roles are:

- Group Administrator (GAM) maintains agency structure within WAWF, and approves user's requests for roles and capabilities.
- Vendor role used by vendors, suppliers, and contractors
- Inspector and Acceptor roles used by the requiring activity
- Local Processing Office (LPO) role used where documents must

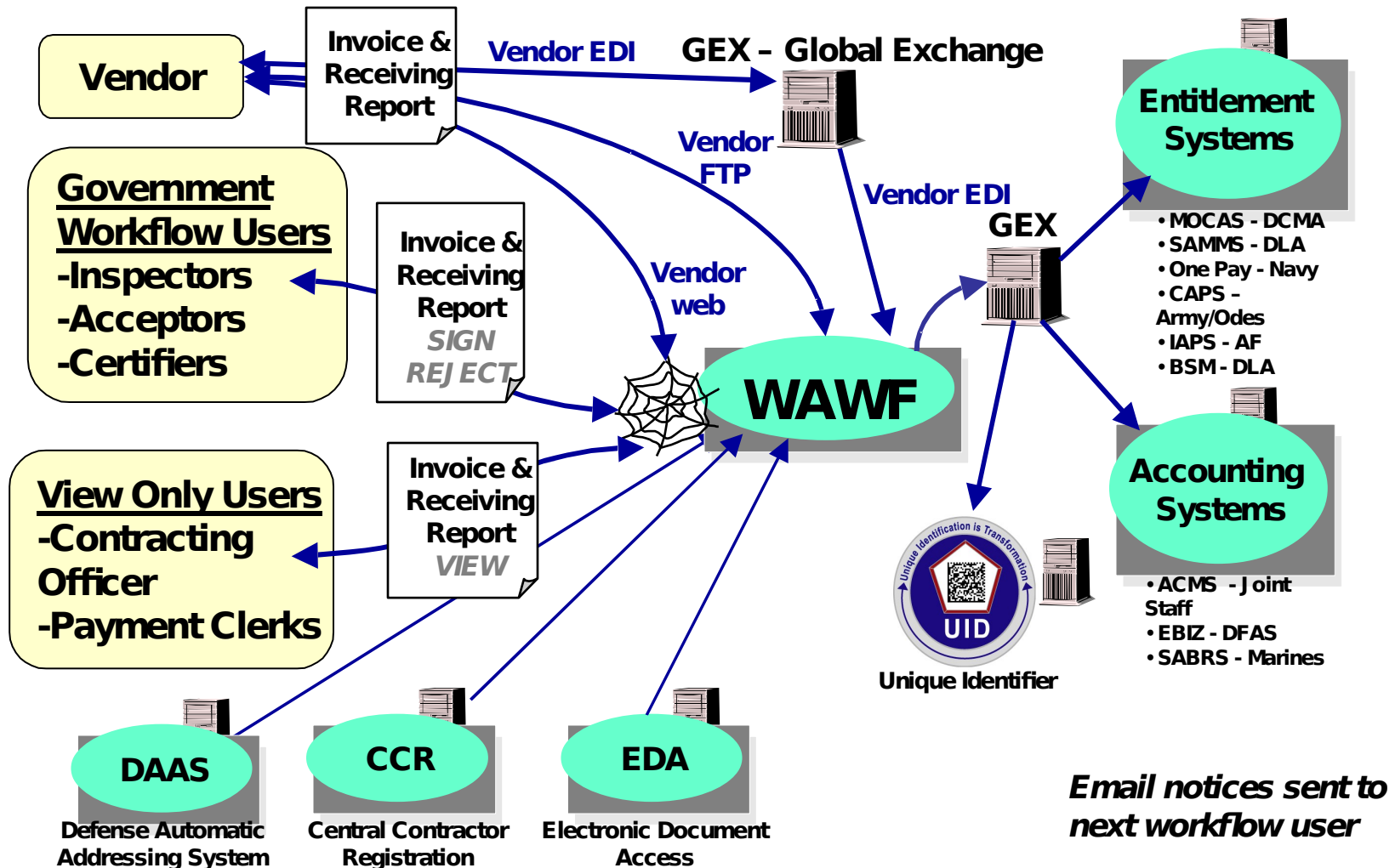
be certified by a local office before forwarding to DFAS

- Payment Official role used by DFAS
- Cost Voucher Reviewer and Cost Voucher Approver - DCAA role only

Government Local Processing Office (LPO)

- The LPO certifies documents prior to forwarding to DFAS.
- LPO function NOT available for MOCAS paid contracts
 - DFAS certifies funds during the actual payment process
 - Based on CLIN/ACRN relationship in contract
- No official role for WHS FMD/RM
 - Notification emails can provide a positive notice of what is being processed and an opportunity to interact with acceptor.

System Operational View



Invoicing Documents in WAWF

- Receiving Report
- Invoice
- Invoice as 2-in-1 (Services Only)
- Invoice and Receiving Report (Combo)
- Construction Payment Invoice – ***not available for MOCAS***
- Commercial Item Financing
- Performance Based Payment
- Progress Payment
- Cost Voucher & Summary Cost Voucher

Registering on WAWF-RA

The screenshot shows a web browser window titled "Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS". The address bar shows "https://ucola302.cols.disa.mil/index.html". The page features a header with the "Wide Area Workflow" logo. The main content area is titled "WAWF Self-Registration" and includes a note: "* indicates mandatory field". Below this is a registration form with two columns of input fields. The first column contains: "First Name*", "Commercial Telephone*", "Rank/Grade (Mandatory for Government Users)", and "Organization*". The second column contains: "Last Name*", "DSN Telephone", "E-mail Address*", and "Title*". At the bottom of the form are three buttons: "Continue", "Return", and "Page Help".

First Name*	Last Name*
Commercial Telephone*	DSN Telephone
Rank/Grade (Mandatory for Government Users)	E-mail Address*
Organization*	Title*

- On subsequent screens, user selects their primary user type and location
- Can use PKI certificate or user ID/password when registering
- Confirmation of registration will be received via email

Basic Work Flow – Starting with Vendor

Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print View Source

Address <https://ucola302.cals.dsa.mil/index.html> Go Links

Wide Area Workflow

Create New Document

* = Required Fields

Contract Number *	Delivery Order	CAGE Code/Ext. *
HQ003405P1000		091Y8

Continue Reset Page Help

Customer Support
1-866-618-5988
DSN: 388-7095

UserID: Vendor11

[Home / Log Out](#)

[My Profile Maintenance](#)

[My Role Maintenance](#)

[Add Additional Role](#)

[Vendor](#)

[Create New Document](#)

[Create Misc. Pay](#)

[View Vendor Documents](#)

[Access Rejected Receiving Reports](#)

[Access Rejected Invoices](#)

[Vendor View Only](#)

[FTP/EDI Guides & Other Supporting Documents](#)

[GFP FTP/EDI Guides & Other Supporting Documents](#)

[Software User's Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

[Display Foreign Currency](#)

Vendor can:

- create documents
- access rejected documents
- view all previously submitted documents
- view pay codes

Vendor Creates Invoice

Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS

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Address <https://ucola302.cpls.dsa.mil/index.html>

Wide Area Workflow

Customer Support
1-866-618-5988
DSN: 388-7095

UserID: Vendor11

[Home / Log Out](#)
[My Profile Maintenance](#)
[My Role Maintenance](#)
[Add Additional Role](#)
[Vendor](#)
[Create New Document](#)
[Create Misc. Pay](#)
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[Software User's Manual](#)
[Submit New Requirements](#)
[Display Units of Measure Table](#)
[Display Foreign Currency](#)

Data Capture - Invoice 2-in-1 (Services Only)
* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date
HQ003405P1000		

Shipment No.*	Shipment Date*	Final Shipment?	Invoice No.*	Invoice Date*	Final Invoice?
SER5525	2006/03/09	N	0005525	2006/03/10	N

Document Total: \$0.00

Currency Code: USD

[Create Document](#) [Return](#) [Page Help](#)

- Contract number entered and contract data pulled from EDA
- Vendor fills in mandatory fields and optional fields as needed

Completed Invoice

Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS

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Wide Area Workflow

Header Line Item ACRNs Addresses Misc. Info

INVOICE 2-in-1

* = Required Fields

Contract Number		Delivery Order		Issue Date	
HQ003405P1000					
Invoice Number	Invoice Date	Final Invoice	Invoice Received Date		
0005525	2006/03/10	N	2006/03/10		
Summary of Detail Level Information				Total	
1	CLIN/SLIN(s)				\$65.00
0	Miscellaneous Amount(s)				\$0.00
					\$65.00
Shipment Number		Shipment Date		Final Shipment	
SER5525		2006/03/09		N	

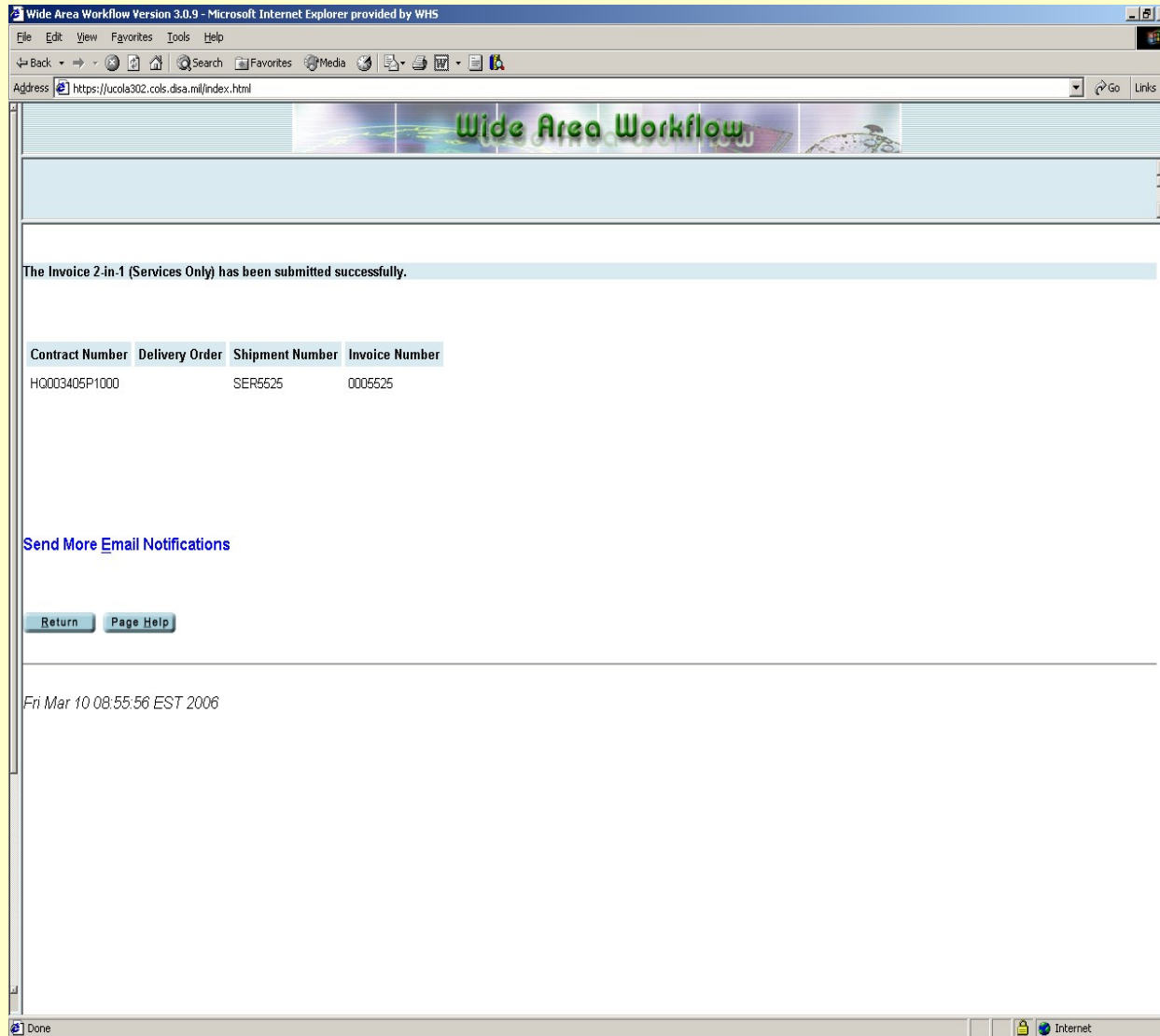
Routing Information:

Prime Contractor	Administered By
CAGE Code: 09YY8 Extension:	DoDAAC: N00025
Name: GCA INTERNATIONAL, INC.	Name: NAVAL FACILITIES ENGINEERING COMD
Service Acceptor	Payment Official
Code: N00421 Extension:	DoDAAC: HQ0338
Name: NAVAL AIR WARFARE CENTER AIR DIV	Name: DFAS - COLUMBUS CENTER

Submit Return Page Help

Done Internet

Successful Invoice Submittal



Successful
submittal of invoice
results in success
message

Email notification
is sent

automatically

Custom email
listing can be
created and
additional emails
can be sent

Government Inspection/Acceptance

Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS

File Edit View Favorites Tools Help

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Address https://ucola302.cals.disa.mil/index.html Go Links

UserID: GovAcc30

Home / Log Out

My Profile Maintenance

My Role Maintenance

Add Additional Role

Accepter

Create Receiving Report

Create Misc. Pay

Access Acceptance Folder

Access History Folder by DoDAAC

Access History Folder by User

Access Acceptance Hold Folder

Access Rejected Receiving Reports

Post Payment Review

Acceptor View Only

Admin By View Only

Inspector

Issue By View Only

ETP/EDI Guides & Other Supporting Documents

GFP FTP/EDI Guides & Other Supporting Documents

Software User's Manual

Submit New Requirements

Display Units of Measure Table

Wide Area Workflow

B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB
				S
Summary of Detail Level Information				Total
1	CLIN/SLIN(s)			\$10,000.00
Invoice Number		Invoice Date	Final Invoice	
12345		2006/03/09	N	
Routing Information:				
Prime Contractor		Administered By		
CAGE Code: 1M3W0 Extension:		DoDAAC: W01K04		
Name: CACI, INC.-FEDERAL		Name: XR W40M USA MEDCOM HCAA		
Ship To		Payment Official		
Code: HC1001 Extension:		DoDAAC: F25700		
Name: DISA INTERNAL SUPPORT BRANCH		Name: ACCTG DISB STA NR 525700		
ACTION BY: HC1001 *				
☐ CQA				
☐ Acceptance				
☐ Reject to Initiator				
Date Received :				
YYYY/MM/DD		YYYY/MM/DD		
		Signature		
		Signature Of Authorized Government Representative		
Submit Return Print Page Help				

- Inspectors and Acceptors can choose to inspect, accept, or reject documents.
- Acceptor can perform both functions

Search Function

Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS

File Edit View Favorites Tools Help

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Wide Area Workflow

Search Criteria - Acceptance History Folder By DoDAAC

* = Required Fields

DoDAAC *
Select Location Code

Search For
☒ Active Documents ☐ Archived Documents

Contract Number	Delivery Order
Vendor (Payee) / Extension	Ship From / Extension
Shipment No.	Invoice Number
Type Document	Status
All Documents	All Documents
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
	
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
	
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
	

DoD Wide Area Workflow

Internet

Search Results

Wide Area Workflow Version 3.0.9 - Microsoft Internet Explorer provided by WHS

Address: https://ucola302.cpls.disa.mil/

Wide Area Workflow

Acceptance History from Active Folder By DoDAAC for 'HC1001' (76 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Pack	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount
1	Receiving Report	1M3VWD	DAAB0797DB608		0001	2006-03-09	Accepted	R			041500	2006-03-09	Submitted			\$1,288.00
2	Receiving Report	1M3VWD	DAAB0797DB608		061880A	2006-03-09	Accepted	R			031781A	2006-03-09	Submitted			\$40.00
3	Receiving Report	1M3VWD	DAAB0797DB608		1111	2006-03-09	Accepted	R			1112	2006-03-09	Submitted			\$500.00
4	Receiving Report	1M3VWD	DAAB0797DB608		123456789	2006-03-09	Accepted	R			473908	2006-03-09	Submitted			\$1,288.00
5	Receiving Report	1M3VWD	DAAB0797DB608		200601A	2006-03-09	Accepted	R			200601	2006-03-09	Submitted			\$800.00
6	Combo	1M3VWD	DAAB0797DB608		200602A	2006-03-09	Accepted	R			200602	2006-03-09	Submitted			\$200,500.00
7	Receiving Report	1M3VWD	DAAB0797DB608		21440	2006-03-09	Accepted	R			321045	2006-03-09	Submitted			\$32.00
8	Combo	1M3VWD	DAAB0797DB608		2222	2006-03-09	Accepted	R			2223	2006-03-09	Submitted			\$600.00
9	Combo	1M3VWD	DAAB0797DB608		3561204	2006-03-09	Accepted	R			62213	2006-03-09	Submitted			\$400,100.00
10	Receiving Report	1M3VWD	DAAB0797DB608		457240	2006-03-09	Accepted	R			062659	2006-03-09	Submitted			\$144,000.00
11	Combo	1M3VWD	DAAB0797DB608		457241	2006-03-09	Accepted	R			0626591	2006-03-09	Submitted			\$2,112.99
12	Receiving Report	1M3VWD	DAAB0797DB608		91234	2006-03-09	Accepted	R			0065001	2006-03-09	Submitted			\$9,000,000.00
13	Combo	1M3VWD	DAAB0797DB608		912345	2006-03-09	Accepted	R			0065002	2006-03-09	Submitted			\$1,600,001,000.00
14	Combo	1M3VWD	DAAB0797DB608		987654321	2006-03-09	Accepted	R			456789	2006-03-09	Submitted			\$390,335.00
15	Receiving Report	1M3VWD	DAAB0797DB608		HC1001		Submitted	R	V		12345	2006-03-09	Submitted			\$10,000.00
16	Invoice 2in1	1M3VWD	DAAB0797DB608		MAH000123	2006-03-09	Processed				MAH000123	2006-03-09	Processed			\$6,000.00
17	Combo	1M3VWD	DAAB0797DB608		MAH0005	2006-03-09	Processed				MAH00005	2006-03-09	Processed			\$645.00
18	Receiving Report	1M3VWD	DAAB0797DB608		MAH0014	2006-03-09	Processed									\$3,000.00
19	Invoice 2in1	1M3VWD	DAAB0797DB608		SERM001	2006-03-08	Processed				MAH00002	D2006-03-08	Processed			\$4,000.00
20	Invoice 2in1	1M3VWD	DAAB0797DB608	0017	SER1234	2006-03-09	Processed				ZEU1234	2006-03-08	Processed			\$59,400.00
21	CV-Direct	1M3VWD	DAAB0797DB608	0020							ZEUVOUCHER1	D2006-03-09	Submitted			\$190.00
22	Combo	1M3VWD	DAAB0797DN608		MAH0001	2006-03-08	Processed				MAH0001	D2006-03-08	Processed			\$10,000.00
23	Receiving Report	1SAL8	DCA10001F4491		2324	2006-03-09	Processed									\$48,000.00
24	Receiving Report	1SAL8	DCA10001F4491		ANDREWSAFB	2006-03-08	Processed									\$235.00
25	Receiving Report	1SAL8	DCA10001F4491		BOB45678	2006-03-08	Processed									\$1,000.00

First Next Previous Last

Return Page Help

WHS Deployment

- DOD mandate
- Widely deployed and successful
- Possible once DFAS transition is complete
- Enhanced for MOCAS Pay Only
- Linked to My Invoice
- Future miscellaneous pay functionality

Implementation Actions

- Establish IPT
 - A&PO (Charlotte Gooch, Barbara Hickman)
 - FMD (Arleen Crawford & Dan Snowberger)
 - ITMD (Jim Pleasant)
 - DFD (Elizabeth Lenyk, Darlene Wainwright,
Josephine Johnson, Hortensia Day,
Margaret Butler, Tim Lawson)
 - PENREN (Stephanie Forbes)
 - PFPA (Sue Miller, Mary Marshall)
- Plan and lead a deployment by 30 June 2006

IPT Implementation Actions

- Hands On training for IPT members - 28 March 2006
- Develop invoice process, roles, responsibilities
 - Determine DODAAC and/or DODAAC extensions
 - Inspector roles
 - Acceptor roles
 - Define A&PO role in invoice process
 - Determine scope/applicability to OSD offices
- Plan the Deployment
 - Identify and register GAMs
 - Verify Hardware/Software requirements
 - Determine/Establish Organizational Mailbox requirements

IPT Implementation Actions

- Develop Communication strategy
 - Customer awareness briefings began Feb 06
 - Vendor Outreach
- Develop Training strategy
 - Provide computer-based training (web)
 - Publish WHS WAWF guidebook
 - Determine vendor base
 - Coordinate training events
 - On-site training sessions for vendors and government personnel
 - May-June 06 timeframe
 - WHS specific training, if necessary

Sources for More Information

WAWF production site:

<https://wawf.eb.mil>

WAWF Web based training course:

www.wawftraining.com

Hands on Training:

<https://wawftraining.eb.mil>

DCMA website:

www.dcma.mil

- Click on e-Invoicing

Additional Slides for ITMD Brief

Hardware Requirements

- Pentium or Pentium Pro processor-based computer SVGA Color Monitor (minimum 256 color)
- 64 MB RAM (minimum)
- Internet Access

Software Requirements

- Operating System
 - Microsoft Windows 98SE
 - Windows NT 4.0 SP6a
 - Windows 2000
 - Windows XP
- Internet Browser
 - Netscape Navigator (128 bit; **ONLY** version 4.76, 4.78 and 4.79)
 - Internet Explorer (128 bit) Version 6.0 SP1 or later
 - AOL browser – NOT SUPPORTED
- Digital Certificate (including CAC)
 - Microsoft Cryptographic Application Programming Interface (Crypto API) Dynamic Linked Library Version 2.0.0.0

ITMD Technical Support Required

- Establishment of Organizational Email addresses